

Human Resources Bulletin

Number 03-07

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ARTICLE
NUMBER

SPECIAL EMPHASIS PROGRAM AWARDS (ARNG/ANG AGR/TECH)1

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1. SPECIAL EMPHASIS PROGRAM (SEP) AWARDS NOMINATION (ARNG/ANG TECH/AGR): See enclosure #1.

2. THRIFT SAVINGS PLAN FACT SHEET (ARNG/ANG TECH): Enclosed is the Thrift Savings Plan Fact Sheet for the 12-month period ending February 2003: See enclosure #2.

3. PAYROLL DEDUCTIONS FOR BENEFITS (ARNG/ANG TECH): It is very important that technicians review their Leave and Earnings Statements (LES's) each pay period, or at least periodically for accuracy. Examples of things to review are deductions for Health Benefits, Federal Employees Group Life Insurance (FEGLI), Thrift Savings Plan (TSP), current hourly salary, leave balances, etc. Technicians with discrepancies on their LES may call the Human Resource Office at (334) 213-7588, (334) 213-7715 or (334) 270-2926.

4. ARNG AGR JOB ANNOUNCEMENT (ASSISTANT PROFESSOR OF MILITARY SCIENCE): See enclosure #3.

FOR THE ADJUTANT GENERAL:

3 Encls


DONNIE R. DAVIS
Col, AL ANG
Human Resources Officer

DISTRIBUTION: A
All Full Time Support Personnel

The Alabama National Guard

(Special Emphasis Program Awards)

The purpose is to improve human relations and foster morale among all persons in the Alabama National Guard. The winner of each category described below will receive an award. An employee may be nominated in more than one category. However, each individual can receive only one award. A committee made up of persons from other agencies will select the winners.

Individuals eligible for nominations include technicians, AGR's, and competitive Civil Service employees of the Alabama National Guard (Army and Air). Nominees must have at least one year of continuous full-time service with the Alabama National Guard. The time frame the nominations cover is from 1 January 2002 - 31 December 2002. Nomination packages are to be forwarded to TAG, AL/HRO-EEO, P.O. Box 3711, Montgomery, AL 36109-0711, not later than **30 May 2003**.

Each nomination package will include: 1) a transmittal letter identifying the name of the award for which nominated and the name, grade, job title, telephone number, organization and location of both the nominee and the nominator and 2) a narrative justification limited to a single spaced typed page of the nominee's accomplishments.

EEO Outstanding Supervisor/Manager This award recognizes the full-time supervisor or manager who has shown the most outstanding support for the EEO program. Nominees may be of any race or gender. Nominations will address, but not be limited to the following:

- a) **Staff support**
 - Provides needed training opportunities for all employees
 - Improves work facility and/or work station for all employees
- b) **Leadership Style**
 - Sets the example for fair and equal treatment of all employees
 - Boosts morale
 - Builds team cohesiveness
 - Supports all employees -- Actively listens to ideas/concerns of employees
- c) **Record of Performance**
 - Practices effective EEO principles
 - Performs personnel management responsibilities such as promotions, selections, performance appraisals, counseling, performance awards, and etc. in a fair and equitable manner
- d) **Outside accomplishment**
 - Personal development initiatives and accomplishments
 - Community involvement in activities related to EEO efforts

Outstanding Minority Employee This award recognizes the most outstanding full-time minority employee, male or female, in the Alabama National Guard. Nominations will address, but not be limited to the following:

- a) **Leadership Style**
 - Boost morale
 - Builds team cohesiveness

- Supports all employees

b) Record of Performance

- Meets or surpasses mission goals
- Recognition received (unit awards, inspection results, etc.)
- Practices efficient time management
- Practices effective EEO principles

c) Outside Accomplishments

- Participates in unit activities
- Participates in community activities
- Participates in professional organizations

d) Appearance and Professional Image

- Presents a professional image

Federal Woman Of the Year This award recognizes the most outstanding full-time female employee in the Alabama National Guard. Nominations will address, but not be limited to the following:

a) Leadership Style

- Boosts morale
- Builds team cohesiveness
- Supports all employees

b) Record of Performance

- Meets or surpasses mission goals
- Recognition received (unit awards, inspection results, etc.)
- Practices efficient time management
- Practices effective EEO principles

c) Outside accomplishments

- Participates in unit activities
- Participates in community activities
- Participates in professional organizations

d) Appearance and Professional Image

- Presents a professional image

EEO Outstanding Employee This award recognizes the full-time employee who has been most outstanding in supporting the EEO program. Nominees may be of any race or gender. Nominations will address, but not be limited to the following:

a) Promotes professionalism, ethics, dependability, and sensitivity to concerns of employees, managers, and customers

b) Supports EEO principles and program activities

c) Community involvement in activities related to EEO effort

d) Personal development initiatives and accomplishments



THRIFT SAVINGS PLAN FACT SHEET

G, F, C, S, and I Fund Monthly Returns

March 5, 2003

Months	G Fund*	F Fund*	C Fund*	S Fund**	I Fund**
1998 (Jan. - Dec.)	5.7%	8.7%	28.4%	8.6%	20.1%
1999 (Jan. - Dec.)	6.0%	(.8%)	21.0%	35.5%	26.7%
2000 (Jan. - Dec.)	6.4%	11.7%	(9.1%)	(15.8%)	(14.2%)
2001 (Jan. - Dec.)	5.4%	8.6%	(11.9%)	(9.0%)	(21.9%)
2002 (Jan. - Dec.)	5.0%	10.3%	(22.0%)	(18.1%)	(16.0%)
2002					
March	.4%	(1.7%)	3.7%	6.8%	5.8%
April	.5	1.9	(6.1)	(1.1)	.2
May	.4	.9	(.7)	(2.4)	1.3
June	.4	1.0	(7.1)	(6.7)	(3.9)
July	.4	1.2	(7.7)	(9.9)	(10.0)
August	.4	1.6	.7	.6	(.3)
September	.4	1.6	(10.9)	(6.8)	(10.7)
October	.3	(.4)	8.8	3.4	5.4
November	.3	(.0)	5.9	6.8	4.5
December	.4	2.1	(5.9)	(4.3)	(3.3)
2003					
January	.3	.1	(2.7)	(2.4)	(4.2)
February	.3	1.4	(1.5)	(2.6)	(2.3)
Last 12 Months	4.8%	10.0%	(22.7%)	(18.3%)	(17.5%)

Percentages in () are negative.

*The G Fund (Government Securities Investment Fund) is invested in special issues of U.S. Treasury securities. The F Fund (Fixed Income Index Investment Fund) is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The C Fund (Common Stock Index Investment Fund) is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index.

**The S Fund (Small Capitalization Stock Index Investment Fund) is invested in the Barclays Extended Market Index Fund, which tracks the Wilshire 4500 stock index. The I Fund (International Stock Index Investment Fund) is invested in the Barclays EAFE Index Fund, which tracks the EAFE (Europe, Australasia, Far East) stock index. The S and I Funds were implemented in May 2001. The returns shown reflect the actual performance of the S and I Funds for May 2001 and subsequent months. For the period before May 2001, the S and I Fund returns reflect the performance of the Wilshire 4500 and EAFE indexes (without deduction of any administrative expenses, trading costs, or investment management fees), respectively.

The monthly returns represent net earnings for the month after deduction of accrued administrative expenses, and, in the cases of the F, C, S, and I Funds, after deduction of trading costs and accrued investment management fees.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan for Federal Employees* for detailed information.

ENCLOSURE #2

Federal Retirement Thrift Investment Board

ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement
(For on-board ARNG AGR only)
(Rank: CPT - MAJ)

Marion Military Institute
Assistant Professor of Military Science (APMS)
Marion, Alabama

Unit of Assignment: HQ STARC

Opening Date: 11 April 2003 - Closing 1 May 2003

ARNG AGR JOB ANNOUNCEMENT Assistant Professor of Military Science
Rank: CPT - MAJ. Open to current AGRs only.

APMS works under the supervision of the Professor of Military Science (PMS). Performs normal instructor/APMS duties as assigned by the PMS including advising/counseling cadets and assisting in the performance of enrollment activities. Advises the PMS in the formulation, coordination, and administration of policies, plans, and program pertaining to the battalion. Provides advice and performs as the liaison between the battalion, the National Guard, and the US Army Reserve units in the geographical area of the battalion interest. The AGR officer is the primary point of contact for the management of the Simultaneous Membership Program (SMP). The AGR officer is the primary POC for the management of the Reserve Forces Duty (RDF) Program. The AGR officer oversees the Cadet Troop Leader Training (CTLT) Program for ARNG/USAR units within the battalion. Provides advice and liaison for the Minority Officer Recruiting Effort Program for ARNG/USAR units within the battalion.

If interested in interviewing for this position, please forward the following:

- Memorandum Requesting an Interview
- Current Biosummary
- Last Three OERs
- Current APFT

MAILING ADDRESS:

OTAG, HRO-MDM
ATTN: MAJ Anthony Kyles
P.O. BOX 3711
MONTGOMERY, AL 36109-0711

ENCLOSURE #3